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10 May 1955

TO : Chiefs, All Area Divisions and Senior Staffs
DD/P

FROM : Chairman, Board of Review for Shortages and Losses

SUBJECT: Procedure for Submission of Cases to the Board

1. It is requested that shortages and losses cases submitted to the Board be prepared in staff study form in accordance with the attached sample format.
2. It is also requested that the individual originating the staff study process the case through the proper administrative channels for:
 - a. Approval by the Chief of the Staff or Division in which the study originates.
 - b. Coordination with the Assistant to the Comptroller for Special Support, Room 2010 "L" Building.
 - c. Comment and/or concurrence by the Finance Division, Office of the Comptroller, Room 2000 "I" Building.
 - d. Action by the Board of Review for Shortages and Losses, Room 1039, Alcott Hall.

/s/

25X1A9a

Attachment
Sample Format

DOC 22	REV DATE 13/03/80	BY 018995
ORIG COMP 09	OPI 38	TYPE 02
ORIG CLASS 5	PAGES 3	REV CLASS 4
JUST	NEXT REV	AUTH: HH 70-2

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